



DENA BANK
(A Government of India Enterprise)
Dena Corporate Centre, C-10, G-Block,
Bandra Kurla Complex Bandra (East), Mumbai 400 051

CALL LETTER FOR THE EXAMINATION FOR ADMISSION IN POST GRADUATE DIPLOMA IN BANKING & FINANCE FOR PROSPECTIVE PROBATIONARY OFFICERS IN THE BANK

ROLL NO./USER ID : 1911002928

PASSWORD : 51315952

NAME AND ADDRESS :

**SHRAVAN NERA
H NO 2 48.3
SC COLONY
MUPKAL
NIZAMABAD
TELANGANA
503218**

REGISTRATION NO. : 188156955

VENUE CODE : 11243

VENUE OF EXAMINATION :

**ION DIGITAL ZONE IDZ OLD
ALWAL ANANDA RAO PLAZA FATHER
BALAIAH NAGAR COLONY ABOVE
HERITAGE FRESH STORE LOYOLA
COLLEGE RD R.R.DT HYD 500010**

**DATE OF EXAMINATION : 02/06/18 Saturday
REPORTING TIME :08:00 AM**

AFFIX YOUR
RECENT PASSPORT
SIZE PHOTOGRAPH
WHICH SHOULD
MATCH WITH THE
ONE UPLOADED IN
THE ONLINE
APPLICATION.



Madam / Sir,

**Photograph affixed should match the
uploaded photograph. In case of
discrepancy, the uploaded photo only will be
considered for identification purpose**

With reference to your on-line application, please appear for the online examination at your own expense on the date, time and venue mentioned above, subject to the terms and conditions given below. **Please bring this call letter along with your photograph affixed thereon, photo identity proof in original and a photocopy -THIS IS ESSENTIAL.** Please hand over this call-letter and photocopy of photo identity proof duly stapled together to the invigilator. Please write your Roll. No. and Reg. No. on the photocopy of the photo ID Proof. **Candidates arriving after the time printed on the call letter will not be permitted to enter the Examination Hall nor shall a candidate be permitted to leave the examination hall till the time for the test is over and/or permission to leave the hall is given by the test administrator.**

Left Thumb Impression (in the presence of the invigilator at the time of examination)

Candidate's Signature (To be signed in the presence of the invigilator at the time of examination)

Invigilator's Signature (Candidate's signature and left thumb impression obtained in my presence and photograph verified by me)

Yours faithfully,

**Assistant General
Manager (HRM)**

Your photograph affixed on the call letter should invariably match with the one uploaded in the online application. Your signature should tally with the signature uploaded. In case of discrepancy, you will not be allowed for the test.

The examination will be conducted online. You must enter your User ID and Password, which are printed on this call letter, to enter the online exam site. Your name and other details will appear on the screen after login. Please verify and ensure correctness of these details. Disclosure of User ID & Password to 3rd party shall be at the risk & responsibility of the candidate. Please read the instructions given in the next page and also the information handout (acquaint yourself booklet) available in our website www.denabank.co.in carefully.

INSTRUCTIONS

1. **Your admission to the test is strictly provisional. Before appearing for the online test, you should strictly ensure yourself that you fulfil the eligibility criteria stipulated by the Bank in all respects.** The mere fact that the call letter has been issued to you does not imply that your candidature has been accepted by the Bank or that the entries made by you in your on-line application for test have been accepted by the Bank as true and correct. You may please note that the Bank will take up the verification of eligibility conditions i.e. age, educational qualifications, experience and status (i.e. Scheduled Caste/Scheduled Tribe/Other Backward Class/Physically Challenged/Ex-Serviceman etc.) with reference to original documents only at the time of interview of candidates who are qualified in the test on the basis of the marks obtained by them. You may therefore please note that if at any stage, it is found that you do not satisfy the eligibility criteria as given in the Bank's advertisement, or the information furnished by you in the application is incorrect, your candidature is liable to be cancelled forthwith, with such further action as the Bank would like to take.
2. You should ascertain exact location of the venue well in advance of the date of test.
3. **You must reach the venue of test by the time mentioned above. Please note that if you report 30 minutes after the reporting time you will not be allowed in the test hall nor shall be permitted to leave the examination hall till the time for the test is over and the test administrator has given permission to leave. The test will begin after completion of the formalities like capturing Biometric data, checking of attendance, obtaining signature on the call letter and collection of call letters alongwith photo identity proof etc. The Bank will not be responsible for any delay or disruption in transport.**
4. You must bring the call letter alongwith the photo identity proof such as Passport/PAN Card/Driving License/Voter's Card/Bank Passbook with duly attested photograph/Identity Card issued by College or Institute/Identity Card issued by Gazetted Officer in the official letterhead in original/ Unique Identification Card (Aadhaar) in original as well as a photocopy. **Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof you will not be allowed to appear for the exam. The photocopy of photo identity proof should be submitted along with the call letter, to the invigilators in the examination hall failing which he/she will not be permitted to appear for the test.**
 - **Ration Card will not be accepted as valid ID proof.**
 - **In case of candidates who have changed their name will be allowed only if they produce original Gazette notification/their original marriage certificate/affidavit in original.**
5. Biometric data (Right thumb impression) and photograph will be captured twice at the examination venue i.e. before the start of exam and after completion of exam. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. **Refusal to participate in the process of biometric data capturing / verification on any occasion may lead to cancellation of candidature.** With regards to the same, please note the following :
 - (a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.
 - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
 - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 - (d) If the primary finger (Right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.
 (Any failure to observe these points will result in non-admittance for the examination)
6. You should also bring stationery such as pencils, eraser and a ball point pen with you to the examination hall.
7. Please note that if you adopt any unfair means or malpractice or commit any misconduct while appearing for the test, your candidature is liable to be summarily cancelled; moreover you may be liable to penal action. The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.
8. You should strictly comply with the directions given to you by the test administrator/invigilator. If any candidate is found disregarding these directions he/she will be liable to be debarred from the test.
9. **Use of books, notebooks, calculators, cell phones etc. is not permitted in this test. Cell Phones, pagers, calculators or any such devices are not allowed inside the premises of the test. You are advised in your own interest not to bring any of the banned items including cell phones to the test venue, as arrangement for their safekeeping cannot be assured. If you found resorting to any unfair means including giving/receiving help to/from any candidate during the test you will be disqualified. (You should be vigilant to ensure that no other candidate is able to copy from your answers). Bank would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Bank in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, Bank reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.;**
10. Anyone found to be disclosing, publishing reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
11. **An Acquaint Yourself booklet giving information about the type of test you will be taking is available on the Bank's website. Please download the booklet and study it carefully.**
12. You will have to affix your signature and left thumb impression, in the space provided, in the presence of the Invigilator.
13. Persons with Disabilities (PWD) should contact the Test Centre Administrator of the test venue atleast 30 minutes before the time of examination for assistance of seating, if needed. Guidelines and Declaration Form for PWD candidates using the services of a Scribe can be downloaded from Bank's website.
14. Any request for change of centre/ venue will not be entertained.
